

25.03-57

## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE SOVMAT STAFF

ILLEGIB



Permanent Files  
of the  
Office of Operations

Sovmat Staff  
(Schedule No. 25.03 - 57)

Item No.

1

SUBJECT FILE

Consists of correspondence, reports, guide requirements, charts and other substantive material which document the policies and programs of the Staff. File also contains records accumulated in performing general housekeeping and administrative functions relating to budget, security, personnel, training, etc. Filed according to subject.  
(1955 to date)

a. Substantive and documentary records.

2

INFORMATION REPORTS

X1 This file consists of the record set of all published ☐ reports produced by the Staff. The file is being retained for reference and informational purposes. Copies of the reports are sent to CIA Library. Filed by report number.

(1950 to date)

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Records Center

DATE: 28 January 1960

25X1 FROM :

SUBJECT: Sovmat Records Control Schedule 25.03-57

Please make the following changes in the disposition instructions:

- Item
- 5 Temporary. Destroy after <sup>10</sup>~~4~~ years. *RP*
  - 12 Temporary. Destroy after 3 months. Cut off file at end of each month; retain for 3 months then destroy.
  - 13 Temporary. Destroy after 2 years. Cut off at end of each year; retain in current files area for 2 years then destroy.

25X1

Chief, Sovmat Staff

Chief, Records Management Staff

Audit of Records Management Program

1. The attached revised Records Control Schedule was prepared as a result of an audit of the Records Management Program conducted for your Staff.

2. The new schedule reflects the changes required since the initiation of the program in your area during 1954. Since that time, the Staff has retired six cubic feet of records to the Records Center, and destroyed two cubic feet of records within the office in accordance with the disposition instructions approved for your records in 1954. Although your total volume of records is small (23.2 cubic feet), and filing space more than adequate for maintaining these records, an active disposition program should not be overlooked. Systematic application of the disposition instructions agreed upon in the Records Control Schedule will enable the Staff to maintain the records on a current basis and, in turn, will produce other intangible benefits to the members of the Staff.

3. Additional monetary savings and a more economical use of office space and filing equipment could be realized in your area by adopting the Agency's standard folder to replace the double pressboard standard folder. ILLEGIB standard folder will adequately serve for the duration of most Agency filing needs. Also, there is no necessity for expending man-hours in retrieving standard folders when destroying your temporary records. The filing space required to house the double pressboard folder could be reduced by approximately 50 percent and this reduction would release filing equipment.

4. The members of your Staff displayed an interest in maintaining an active records management program and were very cooperative during the audit.                      who prepared the new schedule, will be available at any time to assist you with your program.

25X1

25X1

25X1 Mgt/S/RMS,                     

Encl: Records Control Schedule

44-38861-10000

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 25.03-57) for the  
Office of Operations/Sovmat Staff is approved  
and authority hereby given to implement the  
disposition instructions contained therein.

25X1 Preparation and Review:

[Redacted Signature Box]

12 August 1957  
Date

25X1

[Redacted Signature Box]

Chief, Records Management  
Staff

12 August 1957  
Date

[Redacted Signature Box]

Chief, Records Disposition  
Branch

12 Aug. 1957  
Date

*Sovmat combined  
with Domestic Control Service  
7.1.65*

August 6, 1957

Item Changes for Sovmat Schedule

Old Schedule  
25.03-54

New Schedule  
25.03-57

1	1a
2	2
3	1b
New item	3
4	4
5	5
6 deleted	
7	6
8	7
9	8
10	9
11	10
12	11
13	12
14	13

Equipment

5 legal safes  
1 vaulted area  
1 productol control board

Permanent records 2.6

Approved For Release 2005/08/17 : CIA-RDP78-00487A000400060001-3

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25

OFFICE OF OPERATIONS - SOVMAT STAFF

TITLE

DATE

Ch. Sovmat Staff 2 August 1957

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p><b>SUBJECT FILE</b></p> <p>Consists of correspondence, reports, <u>guide requirements</u>, charts and other substantive material which document the policies and programs of the Staff. File also contains records accumulated in performing general housekeeping and administrative functions relating to budget, security, personnel, training, etc. Filed according to subject. (1955 to date)</p> <p>a. Substantive and documentary records.</p> <p>b. Administrative and Housekeeping records.</p>	<p>1.2</p> <p>4.0</p>	<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area 2 years and transfer to Records Center.</p> <p>Temporary. Destroy after 3 years. Cut off at the end of each calendar year; retain in current files area 1 year then transfer to Records Center.</p>
2	<p><b>INFORMATION REPORTS</b></p> <p>This file consists of the record set of all published <input type="checkbox"/> reports produced by the Staff. The file is being retained for reference and informational purposes. Copies of the reports are sent to CIA Library. Filed by report number. (1950 to date)</p>	<p>1.4</p>	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Records Center when no longer needed in current files area.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3	<p>REQUIREMENTS INDEX FILE</p> <p>a. Consist of 5 x 8 cards maintained on all requirements served or levied on Sovmat by other offices. Filed by subject category. (1957)</p> <p>b. These are 3 x 5 cross index reference cards to a above which are filed alphabetically by items title. (1957)</p>	.2    .1	<p>Temporary. Destroy when superseded or fulfilled.</p> <p>Temporary. Destroy when superseded or fulfilled.</p>
4	<p>LIBRARY REFERENCE MATERIAL</p> <p>These are bound books, technical manuals, dictionaries, etc. Used for reference purposes.</p>	2.0	Temporary. Retain indefinitely. Return to CIA Library when no longer needed.
5	<p>SOVMAT CASE FILES</p> <p>Individual case files maintained on each item exploited and analyzed. They consist of notifications of receipts, specific requirements, copies of contracts, and bills for service rendered, findings and analyses, and copies of the final published reports. (Original contracts filed in Logistics; bills sent to Finance). Filed by Item Case Number. (1952 to date)</p>	7.3	Temporary. Destroy after <sup>10</sup> <del>1</del> years. Place case in inactive file when evaluation is completed and report published; retain in current files area for 2 years, then retire to CIA Records Center in annual blocks (1000 units to a block). <i>1/24/60 R.D.</i>
6	<p>NOTICES OF RECEIPT</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>(1953 to date)</p>	1.3	Temporary. Destroy when 3 years old. Maintain active file on a two-year level.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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7	<p>REFERENCE PUBLICATIONS</p> <p>Consist of publications, pamphlets, reports, technical manuals, catalogues, etc. Maintained for reference purposes. Filed by subject category.</p>	3.0	Temporary. Destroy when obsolete, superseded or when no longer needed.
8	<p>CHRONOLOGICAL READING FILE</p> <p>Extra copies of correspondence and dittoed copies of requests originating in the office. Maintained as a convenience file. Filed chronologically. (1954 to date)</p>	1.3	Temporary. Destroy after 1 year. Cut off file at the end of each calendar year; retain in current files area 1 year and destroy.
9	<p>CROSS REFERENCE INDEX SYSTEM</p> <p>A cross-indexed system maintained on the numbers assigned to an item by the various requestors. It is an aid in locating the case folder.</p> <p>a. Item number control log. Lists item description, and various reference numbers used by other offices. Used for assigning item number. (1950 to date)</p> <p>b. Kardex 5 x 8 card cross reference filed by Item Number</p> <p>c. 3 x 5 card file filed by subject title</p> <p>d. 3 x 5 card file filed categorically and numerically thereunder.</p> <p>e. 5 x 8 card file maintained by OOT report number.</p>	.3 .1 .1 .1 .1	Temporary. Destroy when obsolete or no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	CONTROL CARDS  These are unnumbered 8 x 12 cards showing date of receipt, item number and status of material being expolited. Upon completion of evaluation, card is removed from control board and placed in inactive file. File by item number.	.2	Temporary. When report is published, place card in inactive file. Dispose in accordance with Item #5.
11	MAIL LOGS  Retained copies of logs used for recording all classified material received and dispatched by the Sovmat Staff as required by existing regulations. Maintained chronologically.  a. Copies of Top Secret logs maintained on in and out movement of top secret material. Original forwarded to Area Control Officer. (1950 to date)  b. Form 38-14 used for recording classified mail (other than top secret) in and out of the office. (1955 to date)	.1  .2	Temporary. Disposal not authorized by this schedule; retain in current files area indefinitely.  Temporary. Destroy after 1 year. Cut off at the end of each year; retain in current files area 1 year and destroy.
12	COURIERS CLASSIFIED MAIL RECEIPTS  Copies of mail receipts signed by couriers in picking up mail for delivery to addressees. Filed by receipt number.	.1	Temporary. Destroy after <sup>3 months</sup> <del>1 year</del> . Cut off file at the end of each <sup>month</sup> <del>year</del> ; retain in current files area <sup>3 year months</sup> <del>3 year</del> then destroy.
13	DOCUMENT RECEIPTS  These are signed copies of Form 38-16 Document Receipt maintained on material transmitted within the agency or to other agencies. Filed chronologically.	.1	Temporary. <sup>Destroy after 2 years.</sup> <del>Disposal not authorized by this schedule.</del> Cut off at the end of each year; retain in current files area 2 year then <del>transfer to CIA Records Center.</del> <sup>destroy.</sup>

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 RECORDS CONTROL SCHEDULE

SCHEDULE NO. 25.03-54

DATE PREPARED  
 2 July 1954

OFFICE, DIVISION, BRANCH  
 OFFICE OF OPERATIONS - SOVMAT STAFF

APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
1.	<b>SUBJECT FILE</b>  Consists of correspondence, reports, guide requirements, charts and other papers that document the policies and functions of the Staff which is responsible for the collection, analysis and evaluation of foreign material. Filed according to subject title.  (1950 to date)	3.0	legal safe	Permanent. Disposal not authorized by this schedule. Cut off at the end of each calendar year; retain in current files area 2 years then transfer to CIA Records Center.
25X1 2.	<b>INFORMATION REPORTS</b>  This file consists of single copies of all published reports produced by the Staff. Used for reference and informational purposes. Copies of the reports are sent to OCD Library. Filed by report number. (1950 to date)	.4	legal safe	Permanent. Disposal not authorized by this schedule. Retain in current files area 5 years then retire to CIA Records Center.
3.	<b>ADMINISTRATIVE SUBJECT FILE</b>  Consists of correspondence, memos, forms and other papers which accumulate in the general administration and operation of the Staff functions. They relate to such subjects as budget, training, security, various personnel matters, requisitions, accounting, and other housekeeping functions. Filed according to Agency File Manual.  (1950 to date)	3.0	legal safe	Temporary. Destroy after 3 years. Cut off file at the end of each calendar year; retain in current files area 1 year then transfer to CIA Records Center.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORING EQUIPMENT	DISPOSITION INSTRUCTIONS
4.	<p>LIBRARY REFERENCE MATERIAL</p> <p>These are bound books, technical manuals, dictionaries, etc. Used for reference purposes.</p>	3.0	On individual desks	Permanent. Retain indefinitely. Return to CIA Library when no longer needed.
5.	<p>SOVMAT CASE FILES</p> <p>Individual case files on each item exploited and analyzed. They consist of notifications of receipts, specific requirements, copies of contracts and bills for services rendered, findings and analyses, and copies of the final published reports. (Original contracts filed in Logistics; bills sent to Finance). Filed by Item Case Number. (1950 to date)</p>	10.4	legal safe	Temporary. Destroy after 5 years. Place case in inactive file when evaluation is completed and report published; retain in current files area for 2 years then retire to CIA Records Center
6.	<p>GEOGRAPHIC POTENTIAL FILE</p> <p>This file contains information on various fairs to be held and on other sources where material of interest might be obtained. Folders consist of report, newspaper article, State Department dispatch or other form of notice. Used for reference purposes. Filed geographically by country. (1950 to date)</p>	1.0	legal safe	Temporary. Destroy when obsolete superseded or no longer needed.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
7.	NOTICES OF RECEIPT 25X1 These are copies of [redacted] Notifications of Receipt of foreign material which is available for analysis. Filed numerically. (1950 to date)	1.2	legal	Temporary. Destroy when 2 years old. Maintain active file on a two-year level.
8.	REFERENCE PUBLICATIONS Consist of publications, pamphlets, reports, technical manuals, catalogues, etc. Maintained for reference purposes. Filed by subject category.	3.0	legal	Temporary. Destroy when obsolete, superseded or when no longer needed.
9.	CHRONOLOGICAL READING FILE Extra copies of correspondence and dittoed copies of requests originating in the office. Maintained as a convenience file. Filed chronologically. (1952 to date)	1.0	legal safe	Temporary. Destroy after 1 year. Cut off file at the end of each calendar year; retain in current files area 1 year and destroy.
10.	CROSS REFERENCE INDEX SYSTEM A cross-indexed system maintained on the numbers assigned to an item by the various requestors. It is an aid in locating the case folder.			Temporary. Destroy when obsolete or no longer needed.

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**RECORDS CONTROL SCHEDULE CONTINUATION SHEET**  
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF EQUIPMENT	DISPOSITION INSTRUCTIONS
	CROSS REFERENCE INDEX SYSTEM (CONTINUED)			
	a. Item number control log. Lists item description, and various reference numbers used by other offices. Used for assigning item number. (1950 to date)	.2	legal safe	
	b. Kardex 5x8 card cross reference filed by Item Number.	.1	Kardex	
	c. 3x5 card file filed by subject title	.1	3x5 card boxes	
	d. 3x5 card file filed categorically and numerically thereunder.	.1	3x5 card boxes	
	e. 5x8 card file maintained by <input type="checkbox"/> 25X1 report number.	.1	card file	
11.	CONTROL CARDS			
	These are unnumbered 8x12 cards showing date of receipt, item number and status of material being exploited. Upon completion of evaluation card is placed in case folder. Filed by item number current.	.2	Productol-file	Temporary. When report is published place card in case folder. Dispose in accordance with Item #5.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
12.	MAIL LOGS  Retained copies of logs used for recording all classified material received and dispatched by the Sovmat Staff as required by existing regulations. Maintained chronologically.  a. Copies of Top Secret logs maintained on in and out movement of top secret material. Original forwarded to Area Control Officer. (1950 to date)  b. Form 38-14 used for recording classified mail (other than top secret) in and out of the office. (1950 to date)	.1          .3	legal safe          legal safe	Temporary. Disposal not authorized by this schedule; retain in current files area indefinitely.          Temporary. Destroy after 1 year. Cut off at the end of each year; retain in current files area 1 year and destroy.
13.	COURIERS CLASSIFIED MAIL RECEIPTS  Copies of mail receipts signed by couriers in picking up mail for delivery to addressees. Filed by receipt number.	.1	legal safe	Temporary. Destroy after 1 year. Cut off file at the end of each year; retain in current files area 1 year then destroy.
14.	DOCUMENT RECEIPTS  These are signed copies of Form 38-16 Document Receipt maintained on material transmitted within the agency or to other agencies. Filed chronologically.	.1	legal safe	Temporary. Disposal not authorized by this schedule. Cut off at the end of each year; retain in current files area 1 year then transfer to CIA Records Center.

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